

HOW TO FILE A MOTION TO WITHDRAW A PLEA OF GUILTY TO A CITATION SUBURBAN DIVISION CITATION

**THIS MOTION PACKET IS TO BE USED ONLY FOR CITATIONS THAT WERE
PAID IN VIBES**

Instructions:

1. Obtain a court date and a copy of the paid citation at the Criminal Filing Desk on the 2nd Floor of the Hennepin County Government Center or at any Suburban Court location.
2. Fill out the attached Notice of Motion and Motion to Withdraw a Plea of Guilty and sign and date it.
3. Make two copies of the completed Notice of Motion and Motion paperwork. One copy is for you and the other copy must be served upon the prosecutor. A list of all of mailing addresses for the Suburban Division prosecutors is attached.
4. Have a third party (**NOT YOU**) who is 18 years or older, mail a copy of the papers to the other party. They can be mailed on any day EXCEPT a legal holiday. Court Rules require FIRST CLASS MAIL only, not certified or registered mail. The person who mailed the papers to the other party must then complete an Affidavit of Service by Mail.
 - DO NOT have the person fill out the Affidavit of Service by Mail until AFTER they have mailed a copy of the papers to the other party.
 - DO NOT have the person sign the Affidavit of Service by Mail until they are in the presence of a Notary Public or a Deputy Court Administrator.
5. File the **original** Notice of Motion and Motion paperwork, and the **original** Affidavit of Service at the Criminal Filing Desk where you obtained the court date.
6. **NOTE:** your case **will not** be placed on the court's calendar until you **file** the original documents which must be done at least seven (7) days prior to the court date.

State of Minnesota

County of Hennepin

District CourtJudicial District: Fourth

Court File Number: _____

Case Type: Criminal_____
Defendant**NOTICE OF MOTION AND
MOTION TO WITHDRAW A
PLEA OF GUILTY TO A CITATION****Section 1**

Name:	Date of Birth:
Address:	Driver's License Number:
	Phone Number:

Section 2.

The citation number is: _____ and a copy of the paid citation is attached.

Section 3I should be allowed to withdraw my plea of guilty entered on _____ for the following reason(s):

Section 4The court hearing is set for _____, 20____, at _____ A.M./P.M., at the following location:

Date: _____

Signature_____
Printed name

State of Minnesota

County of Hennepin

District Court

Judicial District:

Fourth

Court File Number:

Case Type:

Criminal

Affidavit of Service

STATE OF MINNESOTA)

COUNTY OF _____)

(County where Affidavit Signed)

I, _____ being duly sworn upon oath, state that I am at
 (Name of person who mailed the documents)

least 18 years of age; that on ____/____/____ I served the attached documents (**Copy of**

Notice of Motion and Motion) by mailing a true and correct copy to the following party at the
 following address by placing the documents in the U.S. mail in the City of _____ with
 sufficient postage:

Prosecuting Attorney for the City of _____

Address _____

Dated: _____

Signature

(Sign only in front of Notary Public or Deputy Court Administrator.)

Sworn/affirmed before me this

_____ day of _____.

Notary Public \ Deputy Court Administrator

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Bloomington Prosecuting Attorney City of Bloomington 1800 West Old Shakopee Rd Bloomington, MN 55431	Hopkins Prosecuting Attorney Steiner & Curtiss, P.A. 1011 1 st St S Suite 400 Hopkins, MN 55343	Orono Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345
Brooklyn Center Prosecuting Attorney Carson & Clelland 6300 Shingle Creek Pkwy Suite 305 Brooklyn Center, MN 55430	Independence Prosecuting Attorney Carson, Clelland & Schreder 6300 Shingle Creek Pkwy Brooklyn Center, MN 55430	Osseo Prosecuting Attorney Magsam & Harwig 33 – 4 th St NW Osseo, MN 55369
Brooklyn Park Prosecuting Attorney 8525 Edinbrook Crossing Suite 202 Brooklyn Park, MN 55443	LMCD Prosecuting Attorney Tallen & Baertschi 4560 IDS Center 80 S 8 th St Mpls, MN 55402	Plymouth Prosecuting Attorney Campbell Knutson Professional Association 1380 Corporate Ctr Curve 317 Eagandale Office Ctr Eagan, MN 55121
Champlin Prosecuting Attorney Barna, Guzy & Steffen, Ltd. 400 Northtown Financial Plaza 200 Coon Rapids Blvd Mpls, MN 55433-5894	Long Lake Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345	Richfield Prosecuting Attorney Hughes & Costello 1230 Landmark Towers 345 St. Peter St. St. Paul, MN 55102
Crystal Prosecuting Attorney MacMillan, Wallace, Athanasios & Patera 9220 Bass Lake Road, Suite 355 Minneapolis, MN 55428	Loretto Prosecuting Attorney Tallen & Baertschi 4560 IDS Center 80 S 8 th St Mpls, MN 55402	Robbinsdale Prosecuting Attorney Tallen & Baertschi 4560 IDS Center 80 S 8 th St Mpls, MN 55402
Dayton Prosecuting Attorney Gerald Miller & Associates 2915 Wayzata Blvd Minneapolis, MN 55403	Maple Grove Prosecuting Attorney Tallen & Baertschi 4560 IDS Center 80 S 8 th St Mpls, MN 55402	Rockford Prosecuting Attorney Tallen & Baertschi 4560 IDS Ctr 80 S 8 th St Mpls, MN 55402
Deephaven Prosecuting Attorney Tallen & Baertschi 4560 IDS Center 80 S 8 th St Mpls, MN 55402	Maple Plain Prosecuting Attorney Carson, Clelland & Schreder 6300 Shingle Creek Pkwy Brooklyn Center, MN 55430	Rogers Prosecuting Attorney Carson & Clelland 6300 Shingle Creek Pkwy Suite 305 Brooklyn Center, MN 55430
Eden Prairie Prosecuting Attorney Bonner & Borhart 220 6 th St South Suite 1950 Minneapolis, MN 55402	Medina Prosecuting Attorney Tallen & Baertschi 4560 IDS Center 80 S 8 th St Mpls, MN 55402	St. Bonifacius Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345
Edina Prosecuting Attorney Bonner & Borhart 220 6 th St South Suite 1950 Minneapolis, MN 55402	Metropolitan Airport Commission Prosecuting Attorney Thompson, Nybeck Law Firm 3600 American Blvd. Suite 400 Bloomington, MN 55431	St. Louis Park Prosecuting Attorney Colich & Associates 420 Lumber Exchange 10 So 5 th St Minneapolis, MN 55402
Excelsior Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345	Metropolitan Transit – MOA Prosecuting Attorney City of Bloomington 1800 West Old Shakopee Rd Bloomington, MN 55431	Shorewood Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345
Golden Valley Prosecuting Attorney Chestnut & Cambronne 3700 Campbell Mithun Tower 222 Ninth Street Minneapolis, MN 55402	Minnetonka Prosecuting Attorney City of Minnetonka 14600 Minnetonka Blvd Minnetonka, MN 55343	Spring Park Prosecuting Attorney Gregory Keller Law Office 351 Second St Excelsior, MN 55331
Greenfield Prosecuting Attorney Carson & Clelland 6300 Shingle Creek Pkwy Suite 305 Brooklyn Center, MN 55430	Minnetonka Beach Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345	Tonka Bay Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345
Greenwood Prosecuting Attorney Kelly Law Office 351 Second St Excelsior, MN 55331	Minnetrista Prosecuting Attorney Kenneth Potts Law Firm 5101 Thimsen Avenue Suite 200 Minnetonka, MN 55345	Wayzata Prosecuting Attorney Lambert & Bissonette 407 East Lake St Suite 200 Wayzata, MN 55391
Hanover Prosecuting Attorney Carson & Clelland 6300 Shingle Creek Pkwy Suite 305 Brooklyn Center, MN 55430	Mound Prosecuting Attorney 7955 Stone Creek, Suite 10 P O Box 623 Chanhassen, MN 55317	Woodland Prosecuting Attorney Tallen & Baertschi 4560 IDS Center 80 S 8 th St Mpls, MN 55402
Hassan Prosecuting Attorney Carson & Clelland 6300 Shingle Creek Pkwy Suite 305 Brooklyn Center, MN 55430	New Hope Prosecuting Attorney Jensen & Sondrall, PA 8525 Edinbrook Crossing Suite 201 Brooklyn Park, MN 55443	